

## Tips to get started in OneNote

### Begin a new notebook

- Open OneNote and select File>New>Notebook... . Follow the prompts in the 'New Notebook Wizard'.
- Create new sections using the contextual menu (right-click on a section tab).
- Create new pages in a section with the 'New Page' button.
- Right-click a page tab to display contextual menu options.
- Click anywhere on a page and begin typing text.

### Insert resources and other files

Keep lesson resources and other files in one place by storing them on a OneNote page.

To attach a file that you can open and edit, do one of the following:

- drag and drop it from Windows Explorer onto a page in the notebook
- insert it by selecting 'Files' on the Insert menu.

To insert a file as a 'print' image that you can copy text from, do one of the following:

- select 'Files as Printouts...' on the Insert menu
- open the file you want to insert as a printout and select 'Send to OneNote 2007' as the Printer 'Name' in the Print dialogue box.

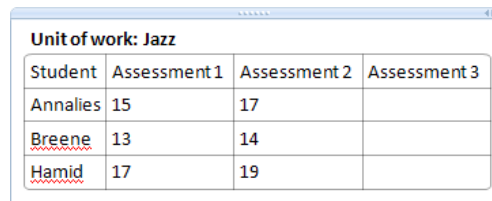


For more, check the Microsoft Office online page, [Insert documents or files into notes](#).

### Create a table to layout information

Tables are simple to create in OneNote. You can include text, graphics, files links, audio clips and more.

- To create columns, type each heading then press the tab key.
- To create the first data row, press the Enter key at the end of the last cell.
- To create a new row, press Tab or Enter at the end of the last cell or Ctrl-Enter in any cell.
- To modify a table, right-click on the table and select the 'Table' command.



Student	Assessment 1	Assessment 2	Assessment 3
Annalies	15	17	
Breene	13	14	
Hamid	17	19	